

# APPLICATION FOR VETERAN'S CREDITS

VC-1 Rev (8/99)

Office Use Only:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

by \_\_\_\_\_

Date \_\_\_\_\_

**Monroe County Department of Human Resources**  
**210 County Office Building**  
**39 West Main Street**  
**Rochester, NY 14614**

Candidates must file a separate "Application for Veteran's Credits" form for each examination for which they wish to file. A copy of Applicant's separation papers must be filed with this form at the Commission address above by the date specified on the examination announcement.

Applicants for Disabled Veterans credits must also complete and forward two copies of "Authorization for Disability Form" (VC-4), which is available at the Commission address above, to the regional office of the Veteran's Administration where claim is now on file. This form should be forwarded in sufficient time so that the Commission will receive verification of your disability before the date specified on the examination announcement.

More detailed information regarding Veteran's credits is available on the back of this application.

## PLEASE PRINT IN INK OR TYPE ALL INFORMATION REQUESTED ON THIS APPLICATION

1. I wish to claim ☐ Disabled Veteran's Credits  
☐ Non-Disabled Veteran's Credits on:  
  
Exam # \_\_\_\_\_ Title \_\_\_\_\_
2. Full Name \_\_\_\_\_  
(First) (Middle) (Last)
3. Address \_\_\_\_\_  
(Number and Street) (City or Town) (State) (Zip Code)
4. Date of Enlistment or Induction \_\_\_\_\_  
(day/month/year)
5. Address at time of entrance into Forces:  
  
\_\_\_\_\_  
(Number and Street) (City or Town) (State) (Zip Code)
6. Dates of Active Service: From \_\_\_\_\_ To \_\_\_\_\_  
(day/month/year) (day/month/year)
7. Were you discharged under honorable conditions: Yes \_\_\_\_\_ No \_\_\_\_\_  
Reason for discharge or release as stated on certificate:  
  
\_\_\_\_\_
8. Have you ever been appointed through the use of Veteran's Credits to any position in the State Civil Service or any City or Civil Division of New York State? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICANTS FOR DISABLED VETERAN'S CREDITS MUST COMPLETE THE FOLLOWING:**

9. U.S. Veteran's Administration Claim No. \_\_\_\_\_
10. Date on which two copies of "Authorization for Disability Record" (VC-4) were sent to Veteran's Administration  
\_\_\_\_\_

**I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS ARE FULL AND TRUE TO THE  
BEST OF MY KNOWLEDGE AND BELIEF**

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

**THE USE OF VETERAN'S CREDITS**

New York State Civil Service law allows additional credits in examinations to successful candidates who have filed for and established their status as disabled veterans or non-disabled veterans. These credits are granted at the time of establishment of the eligible list on the following basis:

	<u>Open-Competitive Exams</u>	<u>Promotional Exams</u>
Disabled Veteran	10 pts.	5 pts.
Non-Disabled Veteran	5 pts.	2.5 pts.

In order to be considered for veterans credits, candidates must furnish proof (by this form and copy of separation papers) that they:

1. Have served on active duty with the Armed Forces in a time of war, as defined in Section 85 of the State Civil Service Law.
2. Were honorably discharged or released under honorable circumstances from such services.
3. Are a resident of New York State at the time of the establishment of the eligible list.

Disabled Veteran's Credits applicants must show in addition to the three factors listed above that they have a war-incurred disability of at least 10% which is certified by (VC-4 form) to be in existence at the time of application for additional credits.

The mere application for Veteran's credits does not obligate applicant to the use of such credits. Candidates who pass the examination will be notified of their standing on the eligible list with or without these additional credits. At the time of appointment eligible candidates will be asked to sign forms using or relinquishing these additional credits.

Candidates may use their veteran's or disabled credits to gain appointment only once in the civil service of the State or of any City or Civil Division thereof.